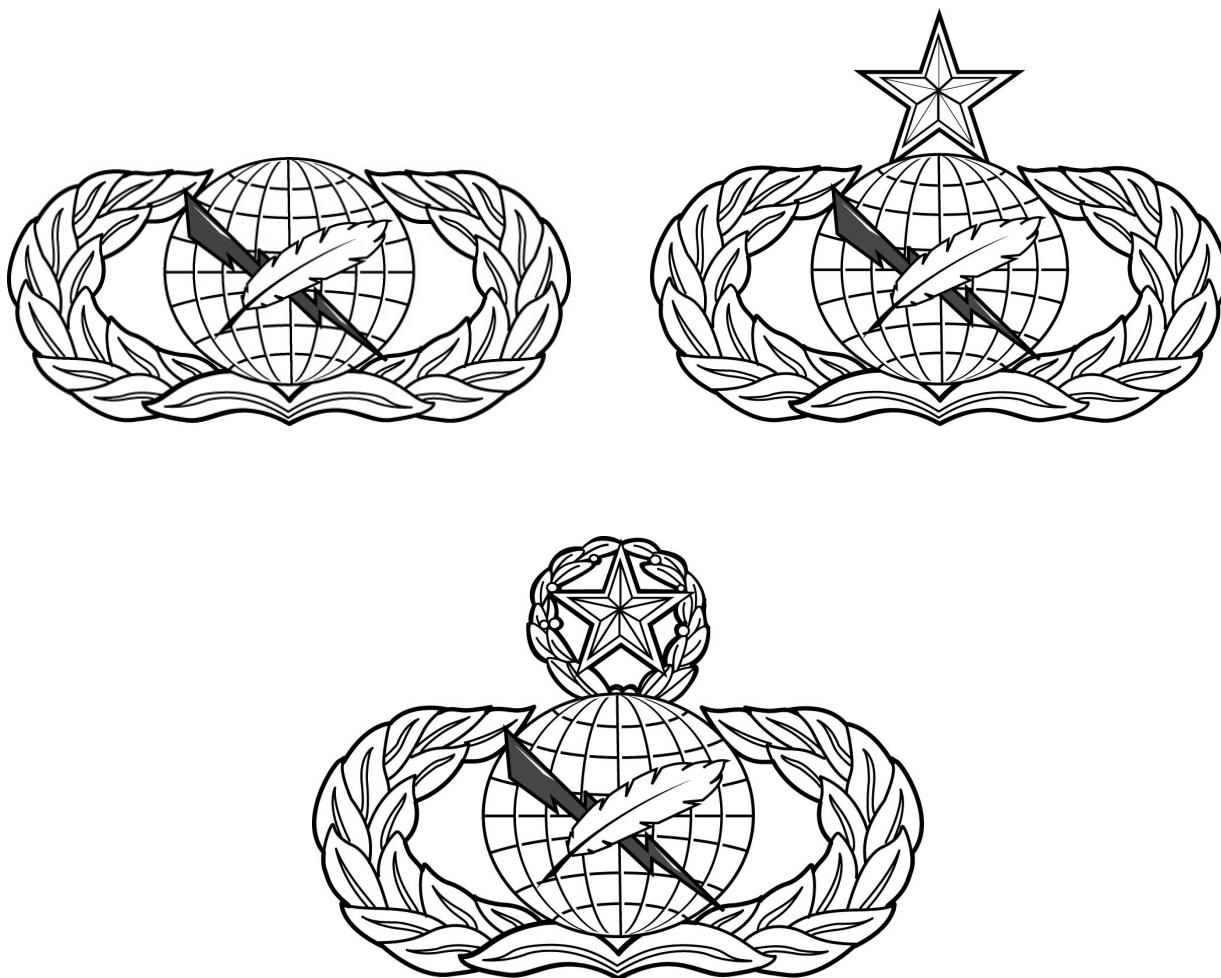


DEPARTMENT OF THE AIR FORCE  
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CFETP 3N0X2  
Parts I and II  
October 2003

## AFSC 3N0X2

### Radio and Television Broadcasting



**CAREER FIELD EDUCATION  
AND TRAINING PLAN  
CAREER FIELD EDUCATION AND TRAINING PLAN  
RADIO AND TELEVISION BROADCASTING SPECIALTY  
AFSC 3N0X2**

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**RADIO AND TELEVISION BROADCASTING SPECIALTY  
AFSC 3N0X2  
CAREER FIELD EDUCATION AND TRAINING PLAN**

***Part I***

***Preface***

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for Air Force Specialty (AFS) 3N0X2, Radio and Television Broadcasting. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core tasks and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is a qualification training package (QTPs which may be developed to support proficiency training). These packages are identified in AFIND 8, *Numerical Index of Specialized Educational Training Publications*. Section D identifies a training course index supervisors can use to determine resources available to support training, included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Education and Training Command (AETC).** The major command that recruits people into the Air Force and provides them with military, technical, and flying training. AETC also provides precommissioning, professional military and continuing education.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**American Forces Radio and Television Service (AFRTS).** Department of Defense agency whose mission is to communicate DOD policies, priorities, programs, goals and initiatives. AFRTS provides stateside radio and television programming to U.S. service men and women, DoD civilians, and their families serving outside the continental United States.

**Anchor.** Presents elements and insures smooth communication flow within a newscast. May include reporting.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Continuation Training (CT).** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty.

**Course Objective List (COL).** A publication, derived from initial/advanced skills course training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

**Distance Learning (DL).** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Electronic News gathering (ENG).** Collecting video, audio and interviews using stand-alone video camera/recorder for use in television news products.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a Field Training Detachment (FTD) or by a Mobile Training Team (MTT).

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way, the knowledge, skills, and attitudes essential for successful job performance.

**Initial Skills Training (IST).** A formal resident course which results in award of the entry skill level.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Producer.** Provides focus and direction and has overall responsibility for a product.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. QTPs are Air Force training tools obtained through normal publication channels in accordance with AFIND 8.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Reporter.** Gathers information and conveys the intended message to an audience.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty need on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

**Standard.** An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

**Training Status Code (TSC).** TSC “F,” the airman is retraining from an AFSC awarded at the 5 or higher skill level and is in UGT for subsequent award of a 5-skill level AFSC. This includes 3-skill level AFSCs having no 5-skill level (see AFI 36-2101). TSC “G,” The airman is retraining from an AFSC awarded at the 7 or higher skill level and is in UGT for subsequent award of a 7-skill level AFSC. The airman must be a SSgt or above.

**Upgrade Training (UGT).** Mandatory training which leads to attainment of a higher level of proficiency.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

## ***Section A - General Information***

1. Purpose. This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM functional managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. The plan outlines the training individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. For AFS 3N032, this training is conducted at the Defense Information School. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. The 3N0X2 AFCFM, in conjunction with sister service counterparts, will develop or revise formal resident training based on requirements established by the users and documented in Part II of the CFETP. AETC training personnel will develop or revise non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable



courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3 Each individual will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

2.4. Transcribing from Old Document to CFETP. Evaluate current qualifications and when verified recertify using:

2.4.1. Tasks Previously Certified and Required in Current Duty Position (Core/Critical Tasks). Current date as stop date, trainee's initials, and certifier's initials.

2.4.2. Tasks Previously Certified and Required in Current Duty Position (Non-Core/Non-Critical Tasks). Current date as stop date, trainee's initials, and trainer's initials.

2.4.3. Tasks Previously Certified but Not Required in Current Duty Position. Carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.4.4. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed role.

2.4.5. Give the member the old CFETP upon completion of transcription.

3. Coordination and Approval. The 3N0X2 AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to insure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

PROFICIENCY CODE KEY		
	<b>SCALE VALUE</b>	DEFINITION: The individual
<b>Task Performance Levels</b>	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
<b>*Task Knowledge Levels</b>	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
<b>**Subject Knowledge Levels</b>	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p align="center"><b>EXPLANATIONS</b></p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training is required, but not given, due to limitations in resources.</p>		
<p align="center"><i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i></p> <p align="center">Personal Data – Privacy Act of 1974</p>		
PRINTED NAME OF TRAINEE ( <i>Last, First, Middle Initial</i> )		INITIALS ( <i>Written</i> )      SSN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I		N/I
N/I		N/I
N/I		N/I
N/I		N/I
N/I		N/I
N/I		N/I

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. AIR FORCE CAREER PROGRAM TR: AFI 36-2108, AFI 35-101, AFOSH STD 50, AFOSH STD 66												
1.1. Air Force Public Affairs							A			B		B
1.2. Broadcasting career field												
1.2.1. Organization and structure							A			B	A	B
1.2.2. Role and mission							A			B	A	B
1.2.3. Total Force							A			B		B
1.2.4. Duties of AFSCs												
1.2.4.1. 3N032							A			B		B
1.2.4.2. 3N052							A			B		B
1.2.4.3. 3N072							A			B		B
1.2.4.4. 3N090							A			B		B
1.2.5. Career progression							A			B		B
1.3. Legal responsibilities							A			B	A	B
1.4. DOD and USAF internal information policies							A			B	A	B
2. AFRTS OUTLET ADMINISTRATION TR: DOD 5120.20-R, AFI 35-101, AFMAN 37-126, AFI 37-138, AFP 170-1, AFMAN 23-110V2												
2.1. AFRTS												
2.1.1. Program materials and services							A			B	A	C

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.1.2. Use of audio, video, and computer products							A			B	A	B
2.1.3. Inventory all accountable audio, video, and computer products							-			b		c
2.2. Questionnaires												
2.2.1. Audience questionnaires							-			A	A	C
2.2.2. Prepare							-			-	2b	c
2.2.3. Distribute							-			-	b	c
2.2.4. Compile returns							-			-	b	c
2.2.5. Evaluate data							-			-	b	c
2.2.6. Implement changes as required							-			-	b	c
2.3. Operating documents												
2.3.1. Station operating documents							-			B	A	B
2.3.2. Write operating instructions and other directives							-			b	2b	c
2.3.3. Collect workload data							-			a		c
2.3.4. Write/update continuity books							-			b	b	c
2.3.5. Prepare support agreements							-			-	b	c
2.3.6. Manage support agreements										-	b	c
2.3.7. Maintain outlet registration							-			-		b
2.4. Equipment												
2.4.1. Concepts of Operations (CONOPs)							-			B		C
2.4.2. Standard Facility Equipment Lists (SFELs)							-			B		C

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2.5. AFRTS service												
2.5.1. Levels of service							-			-	A	B
2.5.2. Coordination of service							-			-		B
3. EMERGENCY ACTION PROCEDURES TR: DOD 5120.20-R, AFI 35-101, Local Operation Instructions												
3.1. Broadcasting roles in crisis situations							A			B	A	C
3.2. Implementation of Emergency Procedures												
3.2.1. Restore broadcast signals							-			c		c
3.2.2. Disable broadcasting outlet							-			c		c
3.2.3. Broadcast emergency announcements							-			c		c
4. BROADCAST EQUIPMENT TR: Local Operating Instructions, Manufacturers' Manuals												
4.1. Equipment							A			B		B
4.2. Microphones												
4.2.1. Types							A			B		
4.2.2. Select							a			c		
4.2.3. Operate							1a			c		
4.3. Audio consoles/mixers												
4.3.1. Route audio							1a			b		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.3.2. Mix audio							1a			b		
4.3.3. Use program and audition channels							2a			b		
4.3.4. Set audio levels							2b			b		
4.3.5. Operate presets							-			b		
4.3.6. Operate equalizer controls							-			b		
4.4. Music management system												
4.4.1 Management System							A			B		
4.4.2. Create lists/reports							-			b		
4.4.3. Update database							-			b		
4.4.4. Create categories							-			b		
4.4.5. Create playlist							-			b		
4.4.6. Create clocks							-			b		
4.4.7. Generate daily program logs							-			b		
4.5. Use telephone interface							-			b		
4.6. Audio record and playback equipment												
4.6.1. Operate digital audio recorder/player							2b					
4.6.2. Operate cassette deck							2b					
4.6.3. Operate compact disc player							2b					
4.7. Digital Audio Workstation												
4.7.1. Functions							A			B		
4.7.2. Import and export files							1a			b		
4.7.3. Select recording parameters							1a			b		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.7.4. Perform media management							a			b		
4.8. Patching							-			B		
4.9. Patch sources												
4.9.1. Audio							-			b		
4.9.2. Video							-			b		
4.10. Routing switchers							-			B		
4.11. Automation equipment							-			B	A	
4.12. Radio automation equipment												
4.12.1. Import product							-			b	A	
4.12.2. Create playlist							-			b	A	
4.12.3. Edit playlist							-			b	A	
4.12.4. Perform required system maintenance							-			b	A	
4.12.5. Off-line programs							-			b	A	
4.13. TV automation equipment												
4.13.1. Import product							a			b	b	
4.13.2. Load playlist							a			b	b	
4.14.3. Edit playlist							a			b	b	
4.14.4. Perform required system maintenance							-			b	b	
4.14.5. Off-line programs							-			b		
4.15. Camera												
4.15.1. Systems							A			B		
4.15.2. Components							A					
4.15.2.1. Select proper filter							A			c		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.15.2.2. White balance camera							2b			c		
4.15.2.3. Adjust gain control							2b			c		
4.15.3. Lens												
4.15.3.1 Function							A			B		
4.15.3.2. Operate manual zoom							2b			b		
4.15.3.3. Operate servo zoom							2a			b		
4.15.3.4. Operate manual iris							2b			b		
4.15.3.5. Operate automatic iris							2b			b		
4.15.3.6. Operate doubler							-			b		
4.15.3.7. Operate macro							2b			b		
4.15.4. Camera recorder												
4.15.4.1. Types							A			B		
4.15.4.2. Audio input												
4.15.4.2.1. Use camera microphone							2b			c		
4.15.4.2.2. Use external microphone							2b			c		
4.15.4.2.3. Use line audio							-			c		
4.15.4.2.4. Set automatic audio control							2b			b		
4.15.4.2.5. Set manual audio control							2b			b		
4.15.4.3. Set timecode drop frame/non-drop frame							-			b		
4.15.4.4. Set free run/record run							-			c		



1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.15.4.5. Monitor audio							2b			b		
4.15.5. View finder controls												
4.15.5.1. Set to color bars							2b			c		
4.15.5.2. Operate zebra							2b			c		
4.15.5.3. Set display options							2b			b		
4.15.6. Operator maintenance												
4.15.6.1. Clean record heads							-			b		
4.15.6.2. Clean viewfinder							-			b		
4.15.6.3. Clean lens							-			b		
4.15.6.4. Adjust back focus							-			c		
4.16. Batteries and chargers										B		C
4.17. Camera tripods and pedestals												
4.17.1. Types							2b			B		
4.17.2. Tripod heads							2b			B		
4.18. Lighting												
4.18.1. Types							2b			B		
4.18.2. Lighting safety procedures							2b			B		
4.18.3. Light distribution							2b			B		
4.19. Video switchers												
4.19.1. Types							A			B		
4.19.2. Transitions							2b			B		
4.20. Keys												
4.20.1. Operate chroma key							2b			b		
4.20.2. Operate luminance key							2b			b		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.20.3. Operate matte key							2b			b		
4.20.4. Operate downstream key							2b			b		
4.20.5. Slave switcher to edit controller							-			b		
4.20.6. Program presets										b		
4.21. Video Tape Recorder (VTR)							A			B		
4.22. Time Base Corrector (TBC)							A					
4.22.1. Adjust setup (black)							A			c		
4.22.2. Adjust video (luminance)							A			c		
4.22.3. Adjust chroma (chrominance)							A			c		
4.22.4. Adjust hue							A			c		
4.23. Waveform monitor												
4.23.1. Principles							B			C		
4.23.2. Set display							2b			b		
4.23.3. Set filter mode							2b			b		
4.24. Vectorscope												
4.24.1 Principles							B			C		
4.24.2. Adjust intensity							2b			b		
4.24.3. Align to video burst							2b			b		
4.25. Calibrate video monitor										b		
4.26. Character generators												
4.26.1. Manipulate text and graphics							2b			b		
4.26.2. Create and run rolls							2b			b		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.26.3. Create and run crawls							2b			b		
4.26.4. Create and run sequences							2b			b		
4.26.5. Slave CG to edit controller							-			b		
4.27. Teleprompters												
4.27.1. Types							B			B		
4.27.2. Load and store files							2b			b		
4.27.3. Manipulate text							2b			b		
4.27.4. Operate controller							2b			b		
4.27.5. Set up portable prompter										b		
4.28. Video Still Store (VSS)												
4.28.1. Store and retrieve images							2b			b		
4.28.2. Create and run sequences							a			b		
4.29. Editing systems												
4.29.1. Types							A			B		
4.29.2. Linear												
4.29.2.1. Perform assemble edit							2b			c		
4.29.2.2. Perform insert edit										c		
4.29.2.2.1. Perform cut							2b			b		
4.29.2.2.2. Perform split edit							2b			b		
4.29.2.2.3. Perform dissolve							2b			b		
4.29.2.2.4. Perform wipe							2b			b		
4.29.2.3. Trim edit points							2b			b		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.29.2.4. Use dynamic motion control							-			b		
4.29.2.5. Use audio channels							2b			b		
4.29.2.6. Use Edit Decision List (EDL)							-			b		
4.29.2.7. Program General Purpose Interface (GPI)							-			b		
4.29.3. Non-linear												
4.29.3.1. Import and export audio and video												
4.29.3.1.1. Select resolution							2b			b		
4.29.3.1.2. Control source levels							2b			b		
4.29.3.2. Manipulate clips on timeline							2b			b		
4.29.3.3. Trim edit points							2b			b		
4.29.3.4. Use transition effects							2b			b		
4.29.3.5. Use image effects							-			b		
4.29.3.6. Use motion effects							2b			b		
4.29.3.7. Use audio effects							2b			b		
4.29.3.8. Use Edit Decision List (EDL)							-		-	b		
4.29.3.9. Import and export media files							2b			b		
4.29.3.10. Perform media management							-			c		
4.30. Digital Video Effects (DVE) equipment												
4.30.1. Create and run							-			b		
4.30.2. Store and recall							-			b		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.30.3. Use special effects							-			b		
4.30.4. Integrate multiple channels							-			b		
5. BROADCAST COMMUNICATION TR: DINFOS Voice and Diction Guide, AFI 36-2903												
5.1. Audio fundamentals							-			B	A	C
5.2. Video fundamentals							-			B		C
5.3. Mass communication fundamentals							-			A		C
5.4. Product content standards							A			B	2b	C
5.5. Use tools of communication												
5.5.1. Marketing							-			B		C
5.5.2. Research												
5.5.2.1. Identify objective							2b			b		c
5.5.2.2. Identify target audience							2b			b		c
5.5.3. Planning												
5.5.3.1 Principles							-			B		C
5.5.3.2. Types of products (spot, reader, story, etc.)							-			B	A	C
5.5.3.3. Treatment							-			B	A	C
5.5.3.4 Product scheduling							-			B	A	C
5.5.4. Promotion							-			B		C
5.5.5. Evaluation							-			B	A	C
5.5.6. Reporting												
5.5.6.1. Research subject							1b			c		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.5.6.2. Determine focus							1b			c		c
5.5.6.3. Interviewing												
5.5.6.3.1. Develop questions							2b			c		c
5.5.6.3.2. Choose location							2b			c		
5.5.6.3.3. Select method										c		c
5.5.6.3.4. Control interview							2b			c		
5.5.6.3.5. Control environment										b		c
5.5.7. Writing												
5.5.7.1. Accuracy							2c			c	2b	
5.5.7.2. Structure/development							2b			c	2b	
5.5.7.3. Grammar							2b			b	2b	
5.5.7.4. Broadcast style							b			c	2b	
5.5.7.5. Editing							-			c		
5.5.8. Talent												
5.5.8.1. Announcing skills												
5.5.8.1.1. Articulation							2b			b	c	b
5.5.8.1.2. Pronunciation							2b			b	c	b
5.5.8.1.3. Copy interpretation							2b			b	c	b
5.5.8.1.4. Projection							2b			b	c	b
5.5.8.1.5. Authority							2b			b	c	b
5.5.8.2. Visual presentation												
5.5.8.2.1. Dress appropriately							2b			b	c	
5.5.8.2.2. Use correct posture							2b			b	c	
5.5.8.2.3. Use appropriate non-verbals							1b			b	c	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.5.8.2.4. Present appropriate demeanor							1b			b	c	
5.5.9. Visual aesthetics												
5.5.9.1. Set design							-			B		C
5.5.9.2. Shot sequencing							2b			c		
5.5.9.3. Axis (180 degree rule)							2b			b		
5.5.9.4. Cut-ins and cut-aways							2b			c		c
5.5.9.5. Shot composition							2b			c		
5.5.9.6. Zoom focus										c		
5.5.9.7. Rack focus										c		
5.5.9.8. Control depth of field										b		c
5.5.9.9. Motivation												
5.5.9.9.1. Transitions							2b			c		
5.5.9.9.2. Effects							2b			c		
5.5.9.9.3. Movement							2b			c		
5.5.9.9.4. Pacing							2b			c		
5.5.9.9.5. Steady shot							2b			c		
5.5.9.9.6. Tracking action							2b			c		
5.5.9.10. Graphics							A			B		C
5.5.9.11. Contrast range							-			B		C
5.5.9.12. Lighting												
5.5.9.12.1. Control lighting												
5.5.9.12.1.1. Position lighting instrument										c		
5.5.9.12.1.2. Use barn doors										c		
5.5.9.12.1.3 Adjust lamp focus										c		
5.5.9.12.1.4 Diffuse light										c		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.5.9.12.1.5. Operate dimmer control										c		
5.5.9.12.1.6. Use ambient light							2b			c		
5.5.9.12.1.7. Use reflectors							a			c		
5.5.9.12.1.8. Use umbrellas										c		
5.5.9.12.1.9. Bounce light							a			c		
5.5.9.13. Lighting a subject												
5.5.9.13.1. One-point lighting							a			c		c
5.5.9.13.2. Two-point lighting							a			c		c
5.5.9.13.3. Three-point lighting							2b			c		c
5.5.9.14. Lighting a set												
5.5.9.14.1. Background light							a			c		c
5.5.9.14.2. Kicker light							a			c		c
5.5.9.14.3. Side light							a			c		c
5.5.9.14.4. Eye light							a			c		c
5.5.9.14.5. Lighting for key												
5.5.9.14.5.1. Light for chroma key							a			b		
5.5.9.14.5.2. Light for luminance key							a			b		
5.5.9.15. Special effects										B		C
5.5.10. Aural aesthetics												
5.5.10.1. Voice							2b			B		
5.5.10.2. Natural sound							2b			B		
5.5.10.3. Music							2b			B		



1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.5.10.4. Sound effects							2b			B		
5.5.10.5. Special effects							A			B		
5.5.10.6. Pacing							2b			B		
5.5.10.7. Blending							2b			B		
5.5.10.8. Sweetening							-			B		
6. BROADCAST OPERATIONS TR: AFI 35-101												
6.1. Radio broadcast duties												
6.1.1 Program director										b	b	c
6.1.2. Music show producer	7									c		c
6.1.3. Music show host	5						2b			b		
6.1.4. Spot producer	5						2b			c		c
6.1.5. Spot writer	5						2b			c		
6.1.6. Spot announcer	5						2b			b		
6.1.7. Liner producer							-			b		
6.1.8. Audio editor	5						2b			b		
6.1.9. Conduct remote broadcasts										b		c
6.2. Television broadcast duties												
6.2.1. Director	7						2b			b		c
6.2.2. Technical director							2b			b		
6.2.3. Audio operator							2b			b		
6.2.4. Floor director							2b			b		
6.2.5. Camera operator							2b			b		
6.2.6. Video editor	5						2b			b		
6.2.7. Show producer							-			b		c
6.2.8. Script writer							-			c		
6.2.9. Host							2b			c		
6.2.10. Spot producer	5						2b			c		c

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	STOP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.2.11. Spot writer	5						2b			c		
6.3. Perform newsroom duties												
6.3.1. Generate story ideas							-			b		c
6.3.2. Assignments editor	7						-			b	b	c
6.3.3. News director							-			b	b	c
6.3.4. Anchor							2b			b		c
6.3.5. News reporter/producer	5						-			c		c
6.3.6. News videographer	5						2b			c		c
6.3.7. TV news writer	5						2b			c		c
6.3.8. Radio news writer	5						2b			c		c
6.3.9. Manage video morgue							-			b		c
6.4. Command Information (CI)												
6.4.1. Coordinate with Public Affairs (PA)	7						b			b	b	c
6.4.2. Prepare readers	5						2b			b		
6.4.3. Manage spot assignments	7									b		c
6.4.4. Schedule products							-			b	b	c
6.4.5. Evaluate products							-			b	b	c

## ***Section B - Career Progression and Information***

### **4. Specialty Description.**

4.1 3N0X2 Specialty Summary. Organizes and conducts broadcast operations. Programs and directs radio and television broadcasts. Prepares informational materials in primarily broadcast format and for use on the American Forces Radio and Television Service (AFRTS) and commercial media; serves as talent and operates broadcast equipment. Related DOD Occupational Subgroup: 400.

### **4.2. 3N0X2 Duties and Responsibilities.**

4.2.1. Prepares informational materials for use on AFRTS and commercial media. Identifies and selects newsworthy events. Produces radio and television scripts, narrations, spot announcements, and news and sports broadcasts. Selects associated visual material as necessary and available. Coordinates use of graphics, sets, special effects, and audio and video material to support programming requirements. Prepares and maintains schedules, daily operation logs, and continuity book. Assists public affairs officer in working with electronic media.

4.2.2. Programs and directs radio and television broadcasts. Selects and schedules program materials for broadcast on AFRTS stations. Reviews all copy and program materials for host country sensitivities before airing. Coordinates receipt and disposition of AFRTS program materials. Maintains station library or recorded programming. Evaluates audience feedback. Monitors AFRTS station programs for effectiveness, professional quality, and support of mission objectives. Manages resources to support the U.S. Air Force Internal Information Program. Operates radio and television broadcast equipment. Arranges remote broadcast coverage of special events.

4.2.3. Supervises radio and television broadcast operations. Coordinates maintenance of radio and television equipment. Directs positioning of lights, cameras, microphones, properties, and personnel. Conducts broadcast rehearsals as necessary. Coordinates maintenance and acquisition of broadcast equipment.

4.2.4. Performs as talent in programs produced for AFRTS. Conducts radio and television interviews. Performs as disc jockey, newscaster, sports announcer and producer.

4.3. 3N0X0 Specialty Summary. Manages Public Affairs (PA), television, and radio station activities, including evaluating, writing, editing, and distributing news and information material; and management, training and evaluation. Initiates and monitors community relations and media relations programs. Related DoD Occupational Subgroup: 570.

### **4.4. 3N0X0 Duties and Responsibilities.**

4.4.1. Plans, organizes, and manages PA and broadcasting activities. Writes supplements to existing directives. Writes budget or financial requirements. Coordinates PA and broadcasting functions with other base agencies. Advises commanders at all levels and their staffs on the internal, media relations, and community relations implications of plans, policies, and programs.

4.4.2. Inspects and evaluates PA and broadcasting activities. Evaluates procedures used in collecting, evaluating or disseminating news and information. Evaluates work schedules and overall effectiveness of Public Affairs and broadcasting programs, including internal, media relations, and community relations activities.

4.4.3. Performs technical PA and broadcasting functions. Writes feature stories, news articles, staff studies, surveys, and special reports. Prepares or assembles information kits. Reviews hometown news releases. Releases stories and photographs to news media. Coordinates and prepares for news interviews and prepares questions to be used. Prepares requests for photographic or graphic support, and briefs photographers on assigned requirements. Plans and coordinates special events. Escorts news media in covering on-base activities. Assists television or motion picture personnel in obtaining information. Maintains liaison with civic organizations, and promotes community interest in Air Force activities.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3N032). Initial skills training in this specialty consists of the tasks and knowledge level training provided in the 3-skill level resident course Basic Public Affairs Specialist-Broadcaster (BPAS-B) Course (E5ABD3N032-000) taught at the Defense Information School, Fort Meade, MD. After completion of BPAS-B, wear of the Basic PA specialty badge is authorized. Personnel retraining via OJT may be awarded 3-skill level when the following are met: complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all other mandatory requirements. Task and knowledge training requirements are identified in the Specialty Training Standard, Part II, Sections A and B.

5.2. Journeyman (3N052). Upgrade training to the 5-skill level in this specialty consists of completing: (1) CDC 3N052, (2) all core tasks identified in the CFETP and other duty position tasks identified by the supervisor, (3) complete a 15-month UGT period, (4) and be recommended by the supervisor. Individuals in retraining status (TSC "F") are subject to the same requirements and must complete a minimum nine months in UGT.

5.3. Craftsman (3N072). Once selected to SSgt, the individual will begin UGT to the 7 skill level: (1) Complete the mandatory CDCs, if available, all core tasks identified in the CFETP and other duty position tasks identified by the supervisor, (2) attend the 7-level Broadcast Craftsman Course (E5AZD3N072-004), (3) complete a minimum of 12 months in UGT, and (4) be recommended by the supervisor for award of the 7- skill level. Individuals in retraining status (TSC "G") are subject to the same training requirements and a minimum of six months in UGT. Wear of the Senior PA specialty badge is authorized upon award of the 7-skill level. The Master PA specialty badge is authorized for wear after sew-on of MSgt *and* after serving for five years as a 3N072.

5.4. Superintendent (3N090). The 3N0X1 Public Affairs career field merges with the 3N0X2 Radio and TV Broadcasting career field to form 3N090, Public Affairs Superintendent. To be awarded the 3N090 AFSC, an individual must possess the 3N071 or 3N072 AFSC and be a SMSgt.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Radio and Television Broadcasting career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during the 3N0X2 Utilization and Training Workshop held 20-24 May 2002 at HQ AFNEWS, San Antonio, TX.

6.1. Initial Skills. The initial skills course was left unchanged.

6.2. Five-Level Upgrade Requirements. Five-level upgrade requirements were left unchanged. CDC 3N052 will undergo updating to remove incorrect, outdated or obsolete information. A CDC Review for editing purposes was held 15-17 May 2002 at HQ AFNEWS, San Antonio, TX.

6.3. Seven-Level Upgrade Requirements. Workshop members agreed the development of a 7-level CDC should be accomplished when the 5-level CDC update is completed.

6.4. Proficiency training. Follow-on training is encouraged through specific equipment and methodology training courses provided by each MAJCOM or FOA on an as needed basis. Attending Advanced Electronic Journalism Course (E5AZD3N052-000) at DINFOS is highly encouraged. To attend, members must be in the grade of E-4 to E-7 and have at least one year of continuous ENG experience immediately prior to attending. Additionally, the Joint Course in Communications (WCIP05W) is available to selected 7-skill level holders on a limited basis.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates of Applied Sciences Degree in Public Relations. In addition to its associate degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practical teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency-based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

7.3. Degree Requirements. All airmen are automatically entered into the CCAF program. Prior to completing an associates degree, the 5-level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education .....	24

Leadership, Management, and Military Studies .....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total .....	64*

\*Note: One-fourth (16) of the 64 credits must be earned in-residence from Air Force schools. Although CCAF does accept DINFOS credits, DINFOS is not considered an Air Force school to satisfy the in-residence requirement.

7.4. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

#### Technical Core

	Semester Hours
CCAF Internship.....	16
Copy Reading and Editing.....	3
Journalism.....	3
Mass Communication.....	12
Photojournalism.....	3
Media Production.....	10

#### Technical Electives

Advertising.....	3
AF Enlisted Professional Military Education .....	12
Computer Science.....	6
General Psychology .....	3
Graphic Arts.....	3
Human Relations.....	3
Interviewing.....	3
Mass Communication Law .....	3
Public Relations .....	3

7.5. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.6. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.7. General Education (15 Semester Hours): The requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements.

	Semester Hours
Oral Communication.....	3
Speech	
Written Communication.....	3
English Composition	
Mathematics.....	3
Intermediate algebra or a college-level mathematics course is required.	
Social Science.....	3
Humanities.....	3

7.8. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting General Education Requirements application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the Associates of Applied Science for this specialty.

7.9. Additional off-duty education is a personal choice that is encouraged for all. However, it must not interfere with mandatory training requirements. Trainees must complete CDCs before enrolling in any off-duty education programs. Exceptions will be considered on a case-by-case basis by the 3N0X2 CFM, Chief of Broadcasting, HQ AFNEWS/BGC. Off duty education also must not interfere with on-the-job training or upgrade training.

8. Career Field Path. The 3N0X2 AFSC is used primarily within AFRTS at overseas locations. There are limited manpower authorizations within CONUS. The manpower at any particular CONUS location is determined by individual MAJCOMs. The following table depicts the standardized 3N0X2 authorizations at overseas Air Force News Agency (AFNEWS) detachments, Regional News Centers (in Europe and the Pacific), and HQ AFNEWS, located in San Antonio, TX. Additional manpower authorizations are assigned to DOD at the AFRTS Broadcast Center at March ARB, CA, and the Defense Information School at Fort. Meade, MD.

## 8.1. Manpower Table.

Table A 8.1 Manpower Table and Authorizations (Feb 2003)									
	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C	AMN	AB
Detachment Level		1	1	1	3	3	3		
Regional News Center (Pacific)		1	1	4	8				
Regional News Center (Europe)			1	2	6				
HQ AFNEWS									
AFBS Staff	1	1	4	4					
AFTV News			1	1	7	5			
Hometown News			1		2		1		



## 8.2. Enlisted Career Path.

Table A 8.2 Enlisted Career Path				
EDUCATION AND TRAINING REQUIREMENTS	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b>Basic Military Training School</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 10 months		
<b>*Upgrade To Journeyman</b> (5-Skill Level) - Minimum 15 months OJT - Minimum 9 months OJT for retrainees - Complete appropriate CDC if/when available	AMN A1C SrA	10 Months 3 years	28 months	12 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	<b><u>Trainer</u></b> - Qualified and certified to perform the task to be trained. - Must attend formal AF Training Course and be appointed by Commander.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt - 12 months OJT - 6 months OJT for retrainees - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable	SSgt	7.5 years	3 years	20 Years
<b>Retrainees</b> - 9 months minimum UGT 5-level - 6 months minimum UGT 7-level	<b><u>Certifier</u></b> - Must be at least a SSgt with a 5-skill level or civilian equivalent - Attend formal OJT Certifier Course and be appointed by Commander - Be a person other than the trainer except for AFSCs, duty positions, units and/or work centers with specialized training standardization and certificate requirements			
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a TSgt or TSgt selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt	12.5 years	5 years	24 Years
	MSgt	16 years	8 years	26 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a SMSgt or SMSgt selectee - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only) - A percentage of top nonselect for promotion to E-8 MSgts attend the SNCOA each year.	SMSgt	19.2 years	11 years	28 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt	CMSgt	21.5 years	14 years	30 Years

9. Career Counseling Plan. The Career Counseling Plan (CCP) provides all grades with recommended career enhancement tips. Keep in mind that the dynamics of the assignment system, the grades vs. job ratio disparity, and other factors make it virtually impossible for airmen to specifically chart job progression through their entire career. The intent of this plan is to provide basic guidelines to enhance your military and professional careers.

9.1 Responsibilities. All 3N0X2's are responsible for understanding the guidelines found in the CCP. Leaders, managers and supervisors share equally the responsibility for their careers and the careers of those they supervise. Successful military broadcast professionals are those who take an active role to hone their professional broadcast and military skills, make their community a better place to live in, and work on off-duty self-improvement.

Table 9.1, 3N0X2 Recommended Practices

Apprentice (3N032) Recommended Practices
<ul style="list-style-type: none"> <li>▪ Completion of the Career Development Course and upgrade to 5 level is your #1 priority</li> <li>▪ Learn your basic job and tasks to the best of your ability</li> <li>▪ Enroll with the Community College of the Air Force</li> <li>▪ Familiarize yourself with the DOD and Air Force Public Affairs and broadcast mission</li> <li>▪ The most important thing you can do is to be committed to your craft!</li> <li>▪ Learn broadcast systems; ask questions, seek answers</li> </ul>
Journeyman (3N052) Recommended Practices
<ul style="list-style-type: none"> <li>▪ Take advantage of your opportunities to hone your craft; whenever possible, take advantage of opportunities to "cross-train" into other areas of broadcast operations (Radio, News, Production)</li> <li>▪ Familiarize yourself with station management functions and tasks</li> <li>▪ Look for a supervisory position, accept challenges, do the best you can</li> <li>▪ Continue to perform broadcast tasks; as a primary trainer you need to know how before you can show others</li> <li>▪ Immerse yourself in broadcast systems, know how they work</li> <li>▪ Pursue your CCAF degree</li> <li>▪ Develop your counseling and executive writing skills</li> <li>▪ Study DOD and USAF Doctrine, and DOD, USAF and/or FOA instructions as they apply to your craft/duties</li> <li>▪ Begin involving yourself with base, civic and military functions or activities</li> </ul>
Craftsman (3N072) Recommended Practices
<ul style="list-style-type: none"> <li>▪ At an AFBS detachment, expect to develop operations and training policy</li> <li>▪ Assist with the development of a station image/sound</li> <li>▪ Understand and enforce product standards</li> <li>▪ Balance workload with staffing: don't overtax your people</li> <li>▪ Understand and apply DOD, USAF Doctrine, and applicable DOD, USAF and/or FOA instructions</li> <li>▪ Answer questions; if you don't know the answer, be able to find it</li> <li>▪ You must be able to "train the trainer," so keep your skills current</li> <li>▪ Continue to perform broadcast tasks as allowed</li> <li>▪ Complete your CCAF degree</li> <li>▪ Refine your counseling and executive writing skills</li> <li>▪ Know Public Affairs activities, research PA programs</li> <li>▪ Set goals for yourself and for your people</li> <li>▪ Refine counseling and executive writing skills</li> <li>▪ Complete Distance Learning SNCO Academy (E-7 and E-7 selectees)</li> <li>▪ Volunteer as a subject matter expert at the 3N0X2 SKT development (E-7 and E-7 selectees)</li> <li>▪ Recognize outstanding performers</li> <li>▪ Take charge of community programs</li> </ul>

Superintendent (3N090) Recommended Practices
<ul style="list-style-type: none"> <li>▪ Must have a broad breadth of experience</li> <li>▪ Know Public Affairs programs and activities</li> <li>▪ Understand DOD and USAF Doctrine and DOD, USAF and/or FOA instructions as they apply to PA programs</li> <li>▪ Recognize outstanding performers</li> <li>▪ Must be able to develop policy and procedure consistent with your duties</li> <li>▪ Become familiar with resource management and other people programs</li> <li>▪ Must be flexible</li> </ul>

9.2 Job Opportunities. The assignment system is fair and equitable and based on the needs of the Air Force. Therefore, there is no single assignment path ensuring a successful Air Force career. The keys to success are to perform at your highest level at each assignment and not to stagnate at any assignment by homesteading at that location. If you choose to spend prolonged periods of time at a particular location, it may have a detrimental affect on your promotion to the higher grades. As you approach higher grades, seriously consider opportunities requiring you to be in charge of people, resources, and programs. It's unrealistic to list every job and every description available within the 3NOX2 career field. The following are commonly known assignment areas available and the merits of each.

Table 9.2, 3N0X2 Job Opportunities

Overseas
<ul style="list-style-type: none"> <li>▪ Detachment Level, USAF owned and operated <ul style="list-style-type: none"> <li>▪ The best opportunities for NCOs to manage people/resources (NCOIC through senior level positions offer very solid promotion potential)</li> <li>▪ Standardized equipment and operations configurations</li> <li>▪ Provides exposure to all broadcast areas</li> <li>▪ Ability to impact morale and readiness of overseas military communities</li> <li>▪ High profile positions</li> </ul> </li> <li>▪ Detachment Level, Regional News Centers (requires extensive news production background) <ul style="list-style-type: none"> <li>▪ Opportunity to refine broadcast skills</li> <li>▪ Chance to produce Air Force level, DoD and State Department radio and TV news products</li> <li>▪ High profile position</li> <li>▪ Ability to focus on products</li> <li>▪ Extensive theater level travel</li> <li>▪ Chance to work independently on projects</li> <li>▪ Standardized equipment and operations configurations</li> </ul> </li> <li>▪ Network Level (AFN-Europe and AFN-Korea) <ul style="list-style-type: none"> <li>▪ Excellent opportunity to get the joint operations perspective and expand breadth of experience</li> <li>▪ Chance to focus on and enhance pure broadcast skills</li> <li>▪ Contractor skills training often provided</li> <li>▪ Opportunities to interview high level dignitaries, VIPs, celebrities</li> </ul> </li> <li>▪ Short Tours and deployments <ul style="list-style-type: none"> <li>▪ Follow-on assignment advantages</li> <li>▪ Valuable contingency experience</li> <li>▪ Chance to focus on and enhance pure broadcast skills</li> <li>▪ Excellent opportunity to get the joint operations perspective and expand breadth of experience</li> </ul> </li> </ul>
CONUS (USAF)
<ul style="list-style-type: none"> <li>▪ Air Force Broadcasting Service, E-6 and above <ul style="list-style-type: none"> <li>▪ Opportunity to develop USAF and DoD policy and program management</li> <li>▪ Set training standards</li> <li>▪ Ability to impact career field</li> <li>▪ Frequent travel</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>▪ Air Force News Service (AFTV News, AF Radio News require extensive news production skills) <ul style="list-style-type: none"> <li>▪ Chance to work on Air Force level projects</li> <li>▪ Opportunity to work independently on projects</li> <li>▪ Chance to refine your craft skills</li> <li>▪ Travel throughout the US</li> <li>▪ High profile positions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Hometown News <ul style="list-style-type: none"> <li>▪ Opportunity to work in a joint environment</li> <li>▪ Ability to build team skills</li> <li>▪ Chance to work independently on projects</li> <li>▪ Worldwide travel</li> <li>▪ Learn to produce to commercial radio and TV standards</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ MAJCOM and base broadcaster positions <ul style="list-style-type: none"> <li>▪ Opportunity to work independently</li> <li>▪ Chance to refine your broadcast skills</li> <li>▪ Chance to expand knowledge base and breadth of experience with PA community</li> </ul> </li> </ul>
<b>DOD Positions</b>
<ul style="list-style-type: none"> <li>▪ Defense Information School <ul style="list-style-type: none"> <li>▪ Chance to shape broadcast careers</li> <li>▪ High profile position</li> <li>▪ Serve as role model</li> <li>▪ Opportunity to work in a joint environment</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ AFRTS News Center <ul style="list-style-type: none"> <li>▪ High profile position</li> <li>▪ Opportunity to refine broadcast skills</li> <li>▪ Opportunity to work in a joint environment</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Broadcast Center <ul style="list-style-type: none"> <li>▪ Exposure to different technology</li> <li>▪ Opportunity to refine broadcast skills</li> <li>▪ Opportunity to work in a joint environment</li> <li>▪ Expand breadth of experience</li> </ul> </li> </ul>

### ***Section C - Skill Level Training Requirements***

10. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

#### **11. Specialty Qualification:**

##### **11.1. Apprentice (3N032) Level Training:**

##### **11.1.1. Specialty Qualification:**

11.1.1.1. Knowledge. Mandatory of: radio and television writing and broadcasting; regulations and policies governing AFRTS and other public affairs activities; broadcast equipment capabilities; and methods of researching public attitudes.

11.1.1.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.

11.1.1.3. Training. For award of AFSC 3N032, completion of the BPAS-B course is mandatory.

11.1.1.4. Experience. No experience is mandatory for award of the 3N032 AFSC.

11.1.1.5 Other. The following is mandatory as indicated: (1) A favorable evaluation of a voice audition; (2) ability to type 20 words per minute; (3) a minimum score of 69 in the General area of the Armed Forces Vocational Aptitude Battery; (4) ability to lift 50 lbs, (5) U.S. citizenship. For entry, award and retention of the 3N032 AFSC: (1) Absence of any speech impediment, and ability to read aloud and speak distinctly; (2) qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*, is mandatory.

11.1.2. Training Sources and Resources. Completion of the BPAS-B at DINFOS satisfies the knowledge and training requirements specified in the specialty qualifications section (above) for the award of the 3-skill level.

11.1.3. Implementation. Entry into this training is accomplished through accessions at basic training or approved retraining from any AFSC. After graduation from DINFOS, job qualification training starts when individuals are assigned to their first duty position or are assigned duties which they are not qualified to perform.

11.2. Journeyman (3N052) Level Training:

11.2.1. Specialty Qualification:

11.2.1.1. Knowledge. Knowledge is mandatory of: radio and television station functions; broadcast systems; hosting radio music shows; producing radio spots and newscasts; producing television spots and news inserts; understanding and applying broadcast product standards; understanding the role of radio and television in support of Public Affairs and Air Force doctrine.

11.2.1.2. Education. Not used.

11.2.1.3. Training. Completion of the following requirements is mandatory for the award of the 5-skill level: (1) CDC 3N052, and (2) all 5-level STS core tasks.

11.2.1.4. Experience. Must hold 3N032 AFSC. Experience is mandatory in broadcast writing, basic skills of announcing, and editing audio and video. A minimum of 15 months UGT is required before award of the 5-level. Individuals in retraining status (TSC "F") must complete a minimum of nine months UGT.

11.2.1.5. Other. Must be recommended by supervisor.

11.2.2. Training Sources and Resources. Training Sources. Completion of CDC 3N052 satisfies the knowledge requirements specified in the specialty qualification section. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used. Lists of courses and training resources for use in training are in Part II, Sections C, D and E of this CFETP.

11.2.3. Implementation. Entry into upgrade training is initiated when an individual possesses the 3-skill level. Qualification training starts any time individuals are assigned duties which they are not qualified to perform. CDC 3N052 and all qualification training will be completed before awarding the 5-level.

### 11.3. Craftsman (3N072) Level Training:

#### 11.3.1. Specialty Qualification:

11.3.1.1. Knowledge. Knowledge is mandatory of: radio and television broadcast operations and policies; office supervision and resource management; planning command information campaigns using broadcast products; producing radio music shows and television newscasts; using established standards to perform product quality assurance (PQA) checks.

11.3.1.2. Education. Not used.

11.3.1.3. Training. Completion of the following requirements is mandatory for the award of the 7-skill level: (1) the Broadcast Craftsman Course; (2) completion of CDC 3N072, when available; and (3) all 7-level STS core tasks.

11.3.1.4. Experience. Must hold 3N052 AFSC. Experience is mandatory in supervising broadcast functions such as producing radio shows and television news stories and newscasts; developing and executing command information campaigns; interpreting broadcast standards during PQA sessions with subordinates. A minimum of 12 months UGT is required before award of the 5-level. Individuals in retraining status (TSC "F") must complete a minimum of nine months UGT.

11.3.1.5 Other. Must be recommended by supervisor.

11.3.2. Training Sources and Resources. Training Sources. Completion of CDC 3N072, when available, and the Broadcast Craftsman Course, satisfies the knowledge requirements specified in the specialty qualification section. The STS identifies all the core tasks required for qualification.

11.3.3. Implementation. Entry into upgrade training starts when the member possesses the 5-skill level and minimum rank of SSgt.

### 11.4. Superintendent (3N090) Training:

#### 11.4.1. Specialty Qualification:

11.4.1.1. Knowledge. Knowledge is mandatory of mission and structure of AFRTS; PA management; communication theory and planning; and policy directives and instructions concerning the release of information to internal and external audiences.

11.4.1.2. Education. Not used.

11.4.1.3. Training. Although not mandatory, senior NCOs should attend advanced courses such as the Joint Course in Communication (JCC) at the University of Oklahoma. Senior NCOs from the broadcasting function are encouraged to attend the Joint Public Affairs Supervisors Course (DINFOS-JPASC) at DINFOS. Senior NCOs from the Public Affairs function are encouraged to attend the Broadcast Management Course (DINFOS-BMC) at DINFOS. NCOs assigned to broadcasting or Public Affairs functions for the first time in their careers can obtain the appropriate CDC through their unit training monitor, MAJCOM PA functional manager, or AFCFM.

11.4.1.4. Experience. Must hold 3N072 or 3N071 AFSC. Experience is mandatory in directing Public Affairs or broadcasting functions. Must obtain the rank of SMSgt prior to award of the 9-level.

11.4.1.5. Other. Must be recommended by supervisor.

11.4.2. Training Sources. The STS lists all the core tasks required for qualification training at 7-skill level. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used.

11.4.3. Implementation. Entry into UGT starts when an individual possesses the 7-skill level and is a SMSgt selectee.

## ***Section D - Resource Constraints***

12. Purpose. This section identifies known resource constraints which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

### **12.1. Apprentice (3N032) Training.**

12.1.1. Apprentice (3-Level) Training Constraints: DINFOS does not provide enough seats in BPAS-B, the broadcasting 3-level-awarding course, to meet Air Force needs. Requirements for fiscal years 2004, 2005 and 2006 are 45 per year, DINFOS quota is 25 per year, for a total shortfall of 60 over three years. Constraint is the result of Quadrennial Defense Review cuts to instructor billets.

12.1.2. Impact. Technical school pipeline does not produce enough 3-level broadcaster Apprentices. This negatively affects career field manning.

12.1.3. Resources Required. Additional BPAS-B instructors. DINFOS has outlined need for additional instructors, whether military, civilian or contractor and is address this issue to Office of the Secretary of Defense. **NOTE:** USAF instructor positions are filled.

12.1.4. OPR/Target Completion Date. OPR: DINFOS. OCR: 3N0X2 AFCFM, HQ AFNEWS/BGC, Sister Services. Target Completion Date: Continuing

12.2. Journeyman (3N052) Training Constraints: None

12.3. Craftsman (3N072) Training Constraints: There is currently no 3N072 CDC.

12.3.1. Impact. No complete coverage of tasks and knowledge outlined in this CFETP.

12.3.2. Resources Required. None.

12.3.4. OPR/Target Completion Date. OPR: 336TRS/TRR. OCR: 3N0X2 AFCFM, HQ AFNEWS/BGC. Target Completion Date: March 2004

### ***Section E – Transitional Training Guide***

There are currently no transition training requirements. This area is reserved.